

**CLAIMS**

What is claimed is:

- 5           1.    A system for managing projects comprising:
  - a.       means for inputting data concerning a project;
  - b.       means for associating individuals with said project;
  - c.       means for determining a deadline for completing a task associated
  - 10       d.       means for determining a first date prior to said deadline;
  - e.       means for generating and electronically transmitting on said first
  - date a first reminder to complete said task to an individual
  - associated with the project;
  - 15       f.       means for determining a second date that is before said deadline
  - but after said first date;
  - g.       means for generating and electronically transmitting to said
  - individual on said second date a second reminder to complete said
  - task to said individual associated with the project;
  - 20       h.       means for determining a third date that is before said deadline but
  - after said second date, wherein the number of days between said
  - first date and said second date is greater than the number of days
  - between said second date and said third date; and
  - 25       i.       means for generating and electronically transmitting to said
  - individual on said third date a third reminder to complete said task
  - to said individual associated with the project.
2.       The system of claim 1, wherein said deadline is the last day to respond to
- an action by a governmental agency without an extension.

3. The system of claim 2, wherein said deadline is the last day to respond without an extension to an office action issued by a patent examiner.

4. The system of claim 1, wherein said deadline is a deadline for filing a  
5 patent application.

5. The system of claim 1, wherein said second reminder is also electronically transmitted to a second individual associated with the project who was not sent said first reminder.

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6. The system of claim 5, wherein said third reminder is also electronically transmitted to a third individual associated with the project who was not sent said second reminder.

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7. The system of claim 5, wherein said second individual is a supervisor of said individual associated with the project.

8. A system for managing projects comprising:

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- a. means for inputting data concerning a project;
- b. means for associating individuals with said project;
- c. means for predetermining a date;
- d. means for generating and electronically transmitting to a first individual associated with said project, prior to said predetermined date, a first reminder to complete a task associated with the project;  
25 and
- e. means for generating and electronically transmitting to said first individual and a second individual to whom the first reminder was

not transmitted a second reminder to compete the task associated with the project.

9. The system of claim 8, wherein said predetermined date is the last day to  
5 respond to a PTO office action without an extension.

10. The system of claim 8, wherein said predetermined date is a deadline for filing a patent application.

10 11. The system of claim 8, further comprising means for generating and electronically transmitting to said first individual, said second individual, and a third individual to whom neither the first reminder or second reminder was sent, a third reminder to compete the task associated with the project.

15 12. A system for managing projects comprising:  
a. means for inputting data concerning a project;  
b. means for associating individuals with said project;  
c. means for inputting the fact of completion of a first task associated with said project;  
20 d. means for generating and electronically transmitting, responsive to the inputting of the fact of the completion of said first task, an instruction to complete a second task to an individual associated with said project.

25 13. A system for managing projects comprising:  
a. means for inputting data concerning a project;  
b. means for associating individuals with said project;

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- c. means for generating and electronically transmitting reminders to complete a task associated with said project to a first individual associated with the project; and
  - d. means for generating and electronically transmitting a reminder to a second individual associated with the project that said task requires completion, wherein said reminder to said second individual is generated and transmitted after a predetermined number of reminders have been transmitted to said first individual concerning said task.

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14. The system of claim 13, wherein said second individual is the supervisor of said first individual.

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15. A system for managing projects comprising:

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- a. means for inputting data concerning a project;
- b. means for associating individuals with said project;
- c. means for predetermining a date;
- d. means for automatically generating and electronically transmitting by a first mode to an individual associated with said project, prior to said predetermined date, a first reminder to complete a task associated with the project; and
- e. means for automatically generating and electronically transmitting by a second mode to said individual a second reminder to complete the task associated with the project.

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16. The system of claim 15, wherein said first mode is e-mail and said second mode is voice mail.